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AUG 9 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Personnel

1. In compliance with your request of 5 August 1955 to reappraise the need for additional personnel for fiscal years 1956 and 1957, we wish to report the following:

a. No additional personnel have been requested to date by our Office for fiscal years 1956 or 1957.

b. Our T/O is currently about filled.

c. Despite the increase in some projects in other Offices which also thereby multiplies our work, we have asked for no additional help for 1956 or 1957. We intend, by increasing efficiency of operations and further continual review, to absorb any such increased work load of minor proportions. However, the professional employees are being heavily taxed to maintain the present work load.

d. The clerical situation is of some concern, in that no additional strength has been requested in the file and record operations for more than two years despite the considerable increase in this area through additional functions since that time. We are in process of converting four professional slots to clerical for this area to partially alleviate this situation within the same T/O structure.

2. We are making every effort to maintain full security support within the current T/O based on the present demands of the Agency.

Sheffield Edwards
Director of Security

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